



## **LEAP Executive Officer Position Descriptions**

### **The President**

#### *Duties listed in Bylaws:*

- a. shall preside at all meetings of the ALLIANCE when present;
- b. shall sign, with the treasurer, all orders on the treasury;
- c. shall coordinate the work of the officers and committees;
- d. may call “special meetings” upon request of a majority of delegates or as deemed necessary by the President or Executive Committee;
- e. may appoint “special committees” when deemed necessary by the Executive Committee;
- f. may appoint a parliamentarian to advise the Executive Committee when deemed necessary;
- g. shall represent the ALLIANCE in all matters of business or appoint a member of the Executive Committee to do so as needed;
- h. shall perform any other duties as specified in the Standing Rules;
- i. The President shall be an ex-officio member of all committees with the exception of the Nominating Committee;

#### *List of Other Duties:*

#### **Pre-school Year Preparation:**

- Call meetings with the LEAP Board during the summer to finalize topics for the school year.
- Write and distribute introductory letters to all school Principals and PTA/PTO presidents (two separate letters) that include:
  - Overview and calendar of the topics for the year
  - LEAP Registration form

#### **During School Year Administration:**

- Attend monthly preparation meetings with VP(s) of Programs, if available, to provide input and/or support for obtaining guest speakers.
- Prepare an announcement one week in advance of each LEAP program, to include the topic for discussion and the presenters.
- Send the announcement to the VP of Communications for distribution to all LEAP delegates. The President will distribute to school Principals and LCPS Administration (for posting on LCPS website) and connectEd. The announcement should be distributed via email no later than the Friday before the next LEAP program.
- Review and respond to the draft meeting minutes and program summaries from the Secretary in a timely manner.
- Assist the VP of Communications and Secretary with the LEAP website, twitter, Facebook, and

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other social media maintenance/content as required.

- Respond to questions relayed to the LEAP email account, leap.news@gmail.com.
- Receive speaker presentations and bios from the VP of Programs for the upcoming program.
- Send email reminders to Principals and PTO/PTAs regarding delegate registration and payments, after invoicing and after 30 days past due.
- Work with the VP of Communications to encourage media involvement.

**During Program (general guidelines):**

- Introduce the LEAP Board members for the business meeting portion of the program.
- Introduce the guest speakers (prepared from information obtained from each speaker by VP of Programs).
- Main duty during the program is to function as “Master/Mistress of Ceremonies” i.e., keep the program on schedule, and maintain general control of discussions in the event that the audience gets “off track.”
- Manage Question and Answer portion of the program, with the goal to allow as many questions as time permits. It is the President’s responsibility to keep the program on track, encourage discussions (without “arguments”) and maintain a generally neutral position on subject matter as program moderator.

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## **The First Vice-President (Vice President of Communications)**

### *Duties listed in Bylaws:*

- a. shall preside at all meetings of the ALLIANCE in the absence of the President;
- b. shall assist the President as deemed necessary;
- c. shall serve as chairman of the Communications Committee, as outlined in the Standing Rules;
- d. shall perform any other duties as specified in the Standing Rules.

### *List of Other Duties:*

#### **Pre-school Year Preparation:**

- Contact and obtain from the LCPS Public Information office the LCPS Guide & Directory for the upcoming school year for the LEAP delegate folders.
- Prepare LEAP delegate folders for each Loudoun County public school (one per school), the Superintendent, the Assistant Superintendent, and the Public Information Officer, in coordination with the Secretary.
- Prepare documents for distribution to delegates along with the folders, including magnets listing current school year program schedule (optional, dependent on budget), business cards and nametags for the Executive Committee (optional, dependent on budget), and nametags for delegates (optional, dependent on budget), in coordination with the Secretary.
- Obtain from the LCPS Public Information office the most current media contact list.
- Contact local newspapers and media to introduce yourself and your position with LEAP and obtain their deadline dates.
- Coordinate program announcements and publication with the Publication Information Officer.

#### **During School Year Administration:**

- Each month, send an announcement to media outlets of the upcoming LEAP program topic and times or send them the LEAP Program Schedule at the beginning of the school year.
- Send the Program Summary to the media.

#### **During Program (general guidelines):**

- Take notes during the programs (as backup for Secretary)
- Additional ad hoc item: help to distribute handouts to delegates and all others in attendance at the programs.

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## **The Second Vice-President (Vice President of Programs)**

### *Duties listed in Bylaws:*

- a. shall preside at all meetings of the ALLIANCE in the absence of both the President and First Vice-President;
- b. shall serve as chairman of the Programs Committee, as outlined in the Standing Rules;
- c. shall perform any other duties as specified in the Standing Rules.

### *List of Other Duties:*

#### **Pre-school Year Preparation:**

- Meet with Board to determine topics and calendar for the school year.
- Meet with the co-VP to outline and research possible speakers for the year's topics.
- Meet with the LCPS Information Officer (currently Wayde Byard) to outline and research possible speakers for the year's topics.
- Work to finalize speakers for the September meeting.
- In spare time, read newspapers or online articles pertaining to education and current events affecting children.
- Talk to professional and nonprofessional people about current events important to education or children in general.

#### **During School Year Administration:**

- Meet and work with the LCPS Information Officer (Byard) on monthly basis to review upcoming speakers.
- Meet and work with the LEAP President on a monthly basis to review the upcoming speakers; planning two months' out.
- Contact and invite the speakers.
- Outline the program format and forward to the speakers.
- Obtain bio information from the speakers for use in the introductions.
- Forward the speaker information to LEAP President.

#### **During Program (general guidelines):**

- Greet the speakers and assist them with any handouts, etc.
- Assist the LEAP President as needed.

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## **The Secretary**

### *Duties listed in Bylaws:*

- a. shall create agendas for all meetings of the ALLIANCE;
- b. shall record and maintain the minutes of all meetings of the ALLIANCE;
- c. shall conduct correspondence as requested by the Executive Committee;
- d. shall maintain an accurate roster of the names and email addresses of the delegates of the ALLIANCE;
- e. shall perform any other duties as specified in the Standing Rules.

### *List of Other Duties:*

#### **Pre-school Year Preparation:**

- Become familiar with the LEAP Web and social media tools, including the LEAP website, Facebook and Twitter.
- Update the LEAP website to prepare for the new year, including archiving of past year content and adding the names of the new Executive Committee.
- Update the LEAP Facebook and Twitter accounts as directed by the of Programs, the Executive Committee and/or the Communications Committee.
- Become familiar with the format of the LEAP Program Summary.
- Prepare a new sign-in sheet to be used at LEAP programs to record LEAP delegate names, email addresses, dues and attendance.
- Assist President with distribution of beginning of year letter to all schools.

#### **During School Year Administration:**

- Prior to Executive Committee meetings, create an agenda capturing all discussion points sent by the Executive Committee members.
- Facilitate meetings of the Executive Committee, following the prepared agenda.
- Post the final Program Summary to the LEAP website.
- Maintain the current names and e-mail addresses for all delegates in a master file, with delegate attendance, dues and contact information.
- Send a monthly update to the Executive Committee reporting delegate and visitor attendance at the programs.
- Updated the LEAP website with program summaries, presentations, events, and other communications as directed by the Executive Committee and/or Communications Committee.
- Update the LEAP Facebook and Twitter accounts to announce updates and content relevant to LEAP programs as directed by the Executive Committee and/or Communications Committee.
- Manage electronic files of attendance, meeting minutes, and program summaries.

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**During Program (general guidelines):**

- Prior to LEAP Programs, create a final Program Agenda from the draft agenda provided by the VP of Programs.
- Create 100 copies of the Program Agenda for distribution to delegates during the program.
- The Secretary will provide an up-to-date printout of the master file (attendance and dues record), which will be used at the sign-in sheet for the LEAP meeting. This lets the delegates know whether their school is current with dues.
  - The master file only indicates the named delegate and alternate as provided by each school. It is not intended to maintain a running list of all program attendees. If a name has been written in on the attendance form at the program, but the school has NOT paid, then that would indicate someone who attended the program, but is not a voting delegate. If a name has been written in for a school that has PAID and has a delegate listed, then that would indicate someone either filling in for a delegate that month, or a guest attendee.
- At the program, greet LEAP delegates with the Treasurer and instruct them to review their contact information and sign-in to record attendance.
- Distribute visitor sign-in sheets at all tables to record visitor attendance.
- Take good, detailed notes during the program.
- After the program, send a draft Program Summary to the Executive Committee to review within 2 business days after the program.

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## **The Treasurer**

### *Duties listed in Bylaws:*

- a. shall manage all ALLIANCE funds, including but not limited to:
  - collect all funds due the ALLIANCE;
  - keep an accurate account of all monies and sign all reimbursement requests along with the President;
  - disburse approved funds;
- b. shall prepare an annual budget for approval by the Executive Committee based on stated goals by a majority of the ALLIANCE;
- c. shall seek formal approval of the proposed budget at the beginning of each fiscal year and prior to spending or collecting funds;
- d. shall report the financial status of the ALLIANCE at each monthly Executive Committee meeting and, if requested, shall provide a similar report at monthly ALLIANCE meetings and/or provide hard copies of LEAP's financials at ALLIANCE monthly meetings;
- e. shall produce an annual financial report of the ALLIANCE at the May meeting and present the books for audit at the close of the fiscal year;
- f. shall perform any other duties as specified in the Standing Rules.

### **Other Bylaws Information:**

- Annual dues of \$20 for membership in the ALLIANCE, as stated in the Standing Rules shall be payable on or before November 30th. A change in dues may be required and would need to be approved by the delegates and upon analysis and recommendation of the Executive Committee. Similarly, the Treasurer may seek to raise additional funds for the ALLIANCE, beyond dues, which would need to be approved by the members of the ALLIANCE.
- The fiscal year of the ALLIANCE shall begin on July 1 and end on the following June 30. An audit Committee shall be appointed by the Executive Committee prior to the May program and shall prepare a written report within thirty days of the close of books on June 30.

### *List of Other Duties:*

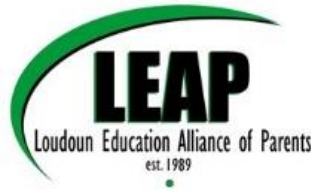
#### **Pre-school Year Preparation:**

- The Treasurer shall work with the President to write and send a letter to all schools with an attached Delegate Registration Form. This should be sent close to the beginning of the school year.
- The completed form is to be returned along with delegate dues to the Treasurer at his/her designated mailing address after receipt of the letter and registration.

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### **During School Year Administration:**

- The responsibility for keeping track of the delegates and dues falls as a joint responsibility for the Treasurer and Secretary.
- The Treasurer, in a timely manner, shall inform the Executive Committee of any updates to the roster based on the registration form that he/she receives back from the schools and sign in sheets at each program. This will include the following: Name of School; Name of Parent Organization (if applicable); Parent Organization President and e-mail address (if applicable); Name of School Delegate(s); Delegate(s) e-mail address; Check Amount; Check #. The Secretary takes this information and updates the attendance and dues records.
- LEAP Delegate Master File
  - The Treasurer should keep a reference to the check number used by each school to pay the annual dues. There have been times when schools require this information.
  - Some schools/delegates also may request a receipt for their dues to enable a delegate to be repaid. The process has been to send an email “receipt” that states the check number, date and indication that the dues have been paid.
  - If the school has PAID dues, but there is NO delegate listed, that means that either a check was provided without a registration form and/or the form did not list a delegate name.
  - Similarly, if there is no email address it means none was provided on the form.
  - A suggestion to ensure LEAP has all delegate names on file is to contact the school/PTA/PTO after receipt of funds without a form and ask if there are named delegates. If no delegates are named, then that should be indicated on the master file.
- Between programs the Treasurer
  - receives the Bank Statement,
  - reconciles debits and credits,
  - prepares the current month financial report
  - pays outstanding bills
- The treasurer will ensure that proper documentation is provided by those seeking reimbursement and that such funds are pre-approved in the budget. This includes original receipts and a completed Request for Reimbursement form. Upon approval from both the Treasurer and President, the Treasurer will disburse a check to the requestor for the approved amount. A period of up to two weeks should be expected for reimbursements and after the budget is approved by the Executive Committee. If the reimbursement is not approved due to missing information or lack of funds, the Treasurer will work with all parties to remedy the situation, obtaining necessary documentation or approval of needed funds. Checks will either be mailed to the person, or delivered in person at the next program.
- Maintains records such as:
  - All records of deposits, which should be attached to corresponding documentation indicating who paid, how much, date, and check number.

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- All registration forms
- All bank statements
- Any changes to the budget as deposits are made and funds are disbursed.
- Any other financial correspondence, such as letters from the bank indicating bounced checks.
- Safeguards funds:
  - Collects, records, reports and deposits all funds as soon as possible.
  - Ensures that funds are safely stored.
  - Ensures that all checks, bank cards, deposit forms and anything showing vulnerable information, such as bank account numbers and pin numbers are safely stored.
  - Never reimburses him/herself directly.
  - Keeps all LEAP funds separate from other funds.
  - Always seeks approval from the President for disbursement of funds.
  - After the President does a general greeting, if time permits, the Treasurer shall provide a current financial report to the program attendees. He/she will always have a hard copy of the financials on file at the program if a delegate should ask to see them. A hardcopy will also be provided to the President and Secretary for the LEAP files. This can either be provided at the program, or in advance via email.

**During Program (general guidelines):**

- Greet delegates with the Secretary and provide a registration form with dues information to any delegate representing a school where dues have not been paid.
- Communicate deadlines for dues during the business meeting portion of the program.

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